



PBPN FHC JOB DESCRIPTION

TITLE: Caregiver Coordinator
SUPERVISOR: Community Health Nurse
JOB CATEGORY:

LABOR GRADE:
DATE CREATED/REVISED: April 2006
FLSA STATUS: Non-exempt

POSITION SUMMARY

To provide temporary assistance to unpaid individuals caring for an elder; or grandparents and/or older individuals who act as the primary caregiver for children under the age of 19. This is a grant funded position with funds ending March 2008.

RESPONSIBILITIES

1. Locate and identify individuals and families that fall within the project guidelines.
2. Provide information to caregivers about available services.
3. Provide assistance to caregivers in gaining access to the services.
4. Provide individual counseling to caregivers.
5. Provide caregiver training to assist them in making decisions and solving problems relating to their caregiving roles.
6. Provide respite care to enable caregivers to be temporarily relieved from their caregiving responsibilities.
7. Coordinate services with PBP Health Center Community Health Nurse.
8. Adhere to policies and procedures set forth by project guidelines.
9. Provide written weekly reports to Community Health Nurse.
10. Provide documentation of services provided to Community Health Nurse.

QUALIFICATIONS

1. High School diploma or GED.
2. Home health experience or CNA training preferred.
3. Local travel required.
4. Ability to work with individuals of all ages.
5. Proficient in grammar and spelling.
6. Proper verbal and written communication skills.
7. Must hold a current and valid BCLS certification.
8. Must have a current PPD.

THIS DESCRIPTION CONTAINS THE INFORMATION NECESSARY TO IDENTIFY AND EVALUATE THE JOB CLASSIFICATION AND DOES NOT ATTEMPT TO SPECIFY ALL THE DUTIES OF INDIVIDUAL POSITIONS.

MY SIGNATURE ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THIS JOB DESCRIPTION.

Signature

Date